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PREPARED BY HUNTON & WILLIAMS
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PHILIP MORRIS RECORDS RETENTION
ANALYSIS OF SUPPLEMENTAL REPORTS

DEPARTMENT/RECORDS COORDINATORS/RPT. DATE	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Employee Relations/L.M. Cummings/ 5 month status report	*257 (51%)*	*69*	*116,045" hard copy 6378 floppy diskettes 30 microfilm rolls 97,255 microfiche sheets 663" x-rays 3569" slides 31 computer tapes 5217 video tapes 127 audio tapes*	*58,195" hard copy 1934 floppy diskettes 18 microfilm rolls 76,200 microfiche sheets 131" slides 991 video tapes*	*265" hard copy*	*6709" hard copy 140 floppy diskettes 2500 microfiche sheets*	*7018"*	*$2,040 3184 man-hours*	*1) 77 4-drawer cabinets = $19,196 2) $91,221 in maintenance and filing costs 3) 508 sq. ft. (77 filing cabinets) x rental space @ $100/sq. ft. = $55,880*	*10/31/90*
Employee Relations/L.M. Cummings/ 6 month status report	*257 (51%)*	*69*	*114,990" hard copy 5953 floppy diskettes 30 microfilm rolls 98,255 microfiche sheets 663" x-rays 3169" slides 31 computer tapes 4817 video tapes 127 audio tapes*	*64,339" hard copy 1963 floppy diskettes 21 microfilm rolls 89,125 microfiche sheets 2938" slides 2938 video tapes 12 audio tapes*	*1145" hard copy*	*7197" hard copy*	*8342"*	*$2,026 3485 man-hours*	*1) 92 4-drawer cabinets = $22,935 2) $108,446 in maintenance and filing costs 3) 607 sq. ft. (92 filing cabinets) x rental space @ $100/sq. ft. = $66,770*	*12/31/90*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Employee Relations/L.M. Cummings/ ***7 month status report***	*257*	*69*	*114,856" hard copy* *5953 floppy disks* *30 microfilm rolls* *98,255 microfiche sheets* *663" of x-rays* *3169" of slides* *31 computer tapes* *4817 video tapes* *127 audio tapes*	*57,284" hard copy* *2002 floppy diskettes* *21 microfilm rolls* *89,125 microfiche sheets* *3069" of slides* *3987 video tapes* *12 audio tapes*	*1145" hard copy*	*10,008" hard copy*	*11,152" of records*	*$2,026* *3781 man-hours*	*1) 123 4-drawer filing cabinets = $30,663* *2) $144,976 in filing and maintenance costs* *3) 811 sq. ft. (123 filing cabinets) x rental space @ $110/sq. ft. = $89,210*	*12/31/90*
Employee Relations/L.M. Cummings/ ***8 month status report***	*257*	*69*	*114,855" hard copy* *5953 floppy diskettes* *30 microfilm rolls* *98,255 microfiche sheets* *663" of x-rays* *3169" of slides* *31 computer tapes* *4817 video tapes* *127 audio tapes*	*58,364" hard copy* *2042 floppy diskettes* *21 microfilm rolls* *89,500 microfiche sheets* *3069" of slides* *3987 video tapes* *12 audio tapes*	*1145" hard copy*	*10,768" hard copy*	*11,912" of records*	*$2,171* *3992 man-hours*	*1) 132 4-drawer filing cabinets = $32,907* *2) $154,856 in filing and maintenance costs* *3) 871 sq. ft. (132 filing cabinets) x rental space @ $110/sq. ft. = $85,810*	*12 to 18 mos. fr. 07/25/90*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Employee Relations/L.M. Cummings/ ***9 month status report***	*257*	*69*	*118,769" hard copy* *5809 floppy diskettes* *30 microfilm rolls* *98,255 microfiche sheets* *663" of x-rays* *3169" of slides* *31 computer tapes* *4816 video tapes* *127 audio tapes*	*63,693" hard copy* *2199 floppy diskettes* *21 microfilm rolls* *89,508 microfiche sheets* *2319" of slides* *3241 video tapes* *12 audio tapes*	*2983" hard copy*	*9560 hard copy*	*12,543" of records*	*$2,251* *4400 man-hours*	*1) 139 4-drawer cabinets = $34,562* *2) $163,059 in maintenance and filing costs* *3) 917 sq. ft. (39 filing cabinets) x rental space @ $110/sq. ft. - $100,870*	*12 to 18 mos. fr. 08/27/90*
Employee Relations/L.M. Cummings/ ***10 month status report***	*257*	*69*	*119,151" hard copy* *5271 floppy diskettes* *30 microfilm rolls* *98,387 microfiche sheets* *663" x-rays* *3169" of slides* *31 computer tapes* *4816 video tapes* *127 audio tapes*	*63,740" hard copy* *1808 floppy diskettes* *18 microfilm rolls* *88,800 microfiche sheets* *2822" of slides* *3767 video tapes* *14 audio tapes*	*3468" hard copy*	*11,844" hard copy*	*15,312" of records*	*$2,801* *4274 man-hours*	*1) 170 4-drawer filing cabinets = $42,481* *2) $199,056 in filing and maintenance costs* *3) 1122 sq. ft. (170 filing cabinets) x rental space @ $100/sq. ft. = $123,410*	*implement 6 mos. from 09/28/90*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Employee Relations/L.M. Cummings/ ***11 month status report***	*257*	*69*	*120,771" hard copy* *5055 floppy diskettes* *30 microfilm rolls* *98,387 microfiche sheets* *663" x-rays* *3238" slides* *33 computer tapes* *4964 video tapes* *141 audio tapes*	*69,167" hard copy* *1964 floppy diskettes* *18 microfilm rolls* *88,802 microfiche sheets* *2983" slides* *3890 video tapes* *14 audio tapes* *6 computer tapes*	*3672" hard copy*	*12,328" hard copy*	*16,000" of records*	*$3,401* *4613 man-hours*	*1) 177 4-drawer cabinets = $44,126* *2) $208,000 in maintenance and filing costs* *3) 1168 sq. ft. (177 filing cabinets) x rental space @ $110/sq. ft. = $128,480*	*Implement 6 months from 10/26/90*
Employee Relations/L.M. Cummings/ ***12 month status report***	*257*	*69*	*130,880" hard copy* *5055 floppy diskettes* *30 microfilm rolls* *98,387 microfiche sheets* *663" x-rays* *3238" slides* *33 computer tapes* *4964 video tapes* *141 audio tapes*	*82,715" hard copy* *2266 floppy diskettes* *18 microfilm rolls* *91,150 microfiche sheets* *2983" slides* *4579 video tapes* *84 audio tapes* *10 computer tapes*	*4272" hard copy*	*13,270" hard copy*	*17,542" of records*	*$3,416* *5013 man-hours*	*1) 194 4-drawer cabinets = $48,364* *2) $228,046 in maintenance and filing costs* *3) 1280 sq. ft. (194 filing cabinets) x rental space @ $110/sq. ft. = $140,800*	*No date at this time.*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Science & Technology/L.M. Cummings/ ***90-day report***	*5 (100%)*	2	*2602" hard copy 73 floppy diskettes 7721 microfiche sheets*	*2602" hard copy 73 floppy diskettes 7721 microfiche sheets*	*0*	*0*	*537" of file space may be eliminated*	*48 man-hours*	*1) 5 4-drawer filing cabinets = $1247 2) $6981 in maintenance and filing costs 3) 33 sq. ft. (5 filing cabinets) x rental space @ $110/sq. ft. = $3630*	*04/30/90*
Science & Technology/L.M. Cummings/ ***5 month status report***	*5 (100%)*	2	*2706" hard copy 101 floppy diskettes 7721 microfiche sheets*	*2706" hard copy 101 floppy diskettes 7721 microfiche sheets*	*0*	*0*	*0*	*$18.75 96 man-hours*	*0*	*07/31/90*
Science & Technology/L.M. Cummings/ ***6 month status report***	*5 (100%)*	2	*2706" hard copy 101 floppy diskettes 7721 microfiche sheets*	*2706" hard copy 101 floppy diskettes 7721 microfiche sheets*	*0*	*0*	*0*	*$18.75 96 man-hours*	*0*	*07/31/90*
Science & Technology/L.M. Cummings/ ***7 month status report***	*5*	2	*2706" hard copy 101 floppy diskettes 7721 microfiche sheets*	*2706" hard copy 101 floppy diskettes 7721 microfiche sheets Classified & Inventoried 2077" hard copy 44 floppy diskettes Labeled*	*0*	*0*	*0*	*$18.75 96 man-hours*	*0*	*07/31/90*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Science & Technology/L.M. Cummings/ ***8 month status report***	*5*	*2*	*2702" hard copy* *101 floppy diskettes* *7721 microfiche sheets*	*2706" hard copy* *101 floppy diskettes* *7721 microfiche sheets* *Classified & Inventoried* *2652" hard copy* *75 floppy diskettes* *1321 microfiche sheets* *Labeled*	*30" hard copy*	*0*	*0*	*$18.75* *96 man-hours*	*0*	*09/28/90*
Science & Technology/L.M. Cummings/ ***9 month status report***	*5*	*2*	*2706" hard copy* *101 floppy diskettes* *7721 microfiche sheets*	*2706" hard copy* *101 floppy diskettes* *7721 microfiche sheets* *Classified & Inventoried* *2652" hard copy* *75 floppy diskettes* *1321 microfiche sheets* *Labeled*	*30" hard copy*	*120" hard copy*	*0*	*$18.75* *96 man-hours*	*0*	*09/28/90*
Science & Technology/L.M. Cummings/ ***10 month status report***	*5*	*2*	*2826" hard copy* *101 floppy diskettes* *7721 microfiche sheets*	*2706" hard copy* *101 floppy diskettes* *7721 microfiche sheets* *Classified & Inventoried* *2652" hard copy* *75 floppy diskettes* *1321 microfiche sheets* *Labeled*	*30" hard copy*	*120" hard copy*	*9 cubic feet*	*$18.75* *96 man-hours*	*$1,298.40*	*None*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Science & Technology/L.M. Cummings/ ***11 month status report***	*5*	*2*	*2826" hard copy* *101 floppy diskettes* *7721 microfiche sheets*	*2706" hard copy* *101 floppy diskettes* *7721 microfiche sheets* *Classified & Inventoried* *2652" hard copy* *75 floppy diskettes* *1321 microfiche sheets* *Labeled*	*30" hard copy*	*120" hard copy*	*9 cubic feet*	*$18.75* *96 man-hours*	*$1,298.40*	*None*
Tobacco Technology/L.M. Cummings/ ***90-day report***	*19* *(53%)*	*3*	*6301" hard copy* *11" slides* *295 floppy diskettes* *10 video tapes* *2 audio tapes*	*5212" hard copy* *11" slides* *181 floppy diskettes* *2 audio tapes*	*0*	*30" hard copy*	*0*	*186 man-hours*	*0*	*05/31/90*
Tobacco Technology/L.M. Cummings/ ***5 month status report***	*19* *(53%)*	*3*	*6186" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*6034" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*0*	*185" hard copy*	*0*	*210 man-hours*	*0*	*07/31/90*
Tobacco Technology/L.M. Cummings/ ***6 month status report***	*19* *(53%)*	*36*	*6186" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*6034" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*0*	*185" hard copy*	*0*	*220 man-hours*	*0*	*08/31/90*
Tobacco Technology/L.M. Cummings/ ***7 month status report***	*19*	*4*	*6186" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*6001" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*195" hard copy*	*258" hard copy*	*0*	*230 man-hours*	*0*	*08/31/90*
Tobacco Technology/L.M. Cummings/ ***8 month status report***	*19*	*4*	*6186" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*6001" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*195" hard copy*	*333" hard copy*	*0*	*230 man-hours*	*0*	*11/30/90*

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Tobacco Technology/L.M. Cummings/ ***9 month status report***	*19*	*4*	*6411" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes* *22 microfilm rolls*	*6001" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*195" hard copy*	*560" hard copy* *22 microfilm rolls*	*0*	*230 man-hours*	*0*	*11/30/90*
Tobacco Technology/L.M. Cummings/ ***10 month status report***	*19*	*4*	*6411" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes* *22 microfilm rolls*	*6001" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*195" hard copy*	*560" hard copy* *22 microfilm rolls*	*29 boxes fr. PM USA Records Center*	*230 man-hours*	*$3,219 in preparation & microfilming costs saved by Records Management Dept.*	*01/31/91*
Tobacco Technology/L.M. Cummings/ ***11 month status report***	*19*	*4*	*6816" hard copy* *60 microfilm rolls* *11" slides* *319 floppy diskettes* *2 audio tapes*	*6001" hard copy* *11" slides* *319 floppy diskettes* *2 audio tapes*	*195" hard copy*	*1040" hard copy* *60 microfilm rolls*	*42 boxes from PM USA records center*	*230 man-hours*	*$3,576.50*	*03/31/91*
Leaf Department/L.M. Cummings/ ***90-day report***	*97*	*10*	*17,977" hard copy* *862 floppy diskettes* *9 video tapes*	*17,418" hard copy* *828 floppy diskettes* *9 video tapes*	*0*	*3418*	*4 4-drawer file cabinets*	*$96.53*	*0*	*03/31/90*

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Leaf Department/L.M. Cummings/ ***4 month status report***	*97*	*10*	*17,986" hard copy* *862 floppy diskettes* *9 video tapes*	*17,986" hard copy* *862 floppy diskettes* *9 video tapes*	*160" hard copy*	*3826" hard copy*	*12,073" based on "Rule of Threes"*	*$96.53*	*1) 134 4-drawer filing cabinets = $33,406* *2) $156,949 in maintenance and filing costs* *3) 884 sq. ft. (134 filing cabinets) x rental space @ $110/sq. ft. = $97,240*	*03/31/90*
Leaf Department/L.M. Cummings/ ***5 month status report***	*97*	*10*	*17,986" hard copy (?)* *862 floppy diskettes* *9 video tapes*	*18,146" hard copy* *862 floppy diskettes* *9 video tapes*	*160" hard copy*	*3,986" hard copy*	*12,073" based on "Rule of Threes"*	*$96.53*	*1) 134 4-drawer filing cabinets = $33,406* *2) $156,949 in maintenance and filing costs* *3) 884 sq. ft. (134 filing cabinets) x rental space @ $110/sq. ft. = $97,240*	*05/31/90*

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*Leaf Department/L.M. Cummings/ **7 month status report***	*97*	*10*	*17,986" hard copy (?) 862 floppy diskettes 9 video tapes*	*18,146" hard copy 862 floppy diskettes 9 video tapes*	*160" hard copy*	*3986" hard copy*	*12,073" based on "Rule of Threes"*	*$96.53*	*1) 134 4-drawer filing cabinets = $33,406 2) $156,949 in maintenance and filing costs 3) 884 sq. ft. (134 filing cabinets) x rental space @ $110/sq. ft. = $97,240*	*06/30/90*
*Leaf Department/L.M. Cummings/ **8 month status report***	*97*	*10*	*17,986" hard copy 862 floppy diskettes 9 video tapes*	*19,316" hard copy 862 floppy diskettes 9 video tapes*	*685" hard copy*	*4631" hard copy*	*5316" hard copy*	*$96.53 1845 man-hours*	*1) 59 4-drawer filing cabinets = $14,708 2) $69,108 in maintenance and filing costs 3) 389 sq. ft. (59 filing cabinets) x rental space $110/sq. ft. = $42,790*	*06/30/90*

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Leaf Department/L.M. Cummings/ ***10 month status report***	*97*	*10*	*17,986" hard copy* *862 floppy diskettes* *9 video tapes*	*14,000" hard copy* *862 floppy diskettes* *9 video tapes*	*775" hard copy*	*4631" hard copy*	*5046" transferred to storage or disposed of*	*$96.53* *1845 man-hours*	*1) 60 4-drawer filing cabinets = $14,958* *2) $70,278 in maintenance and filing costs* *3) 396 sq. ft. (60 filing cabinets) x rental space $110/sq. ft. = $43,560*	*11/30/90*
Leaf Department/L.M. Cummings/ ***11 month status report***	*97*	*10*	*17,986" hard copy* *862 floppy diskettes* *9 video tapes*	*14,000" hard copy* *862 floppy diskettes* *9 video tapes*	*780" hard copy*	*4631" hard copy*	*5411" transferred to storage or disposed of*	*$96.53* *1845 man-hours*	*1) 60 4-drawer filing cabinets = $14,958* *2) $70,278 in maintenance and filing costs* *3) 396 sq. ft. (60 filing cabinets) x rental space $110/sq. ft. = $43,560*	*11/30/90*
Manufacturing Services/L.M. Cummings/ ***90-day status report***	*280*	*55*	*84,266" hard copy* *1887 diskettes* *7322 microfiche sheets* *231 other media (slides, computer tapes, x-rays, etc.)*	*18,013" hard copy*	*0*	*1489" hard copy*	*66,784 based on "Rule of Threes"*	*3000 man-hours*	*1) 742 4-drawer filing cabinets = $184,981* *2) $868,192 in maintenance and filing costs* *3) 66 sq. ft. (742 filing cabinets) x $110 sq. ft. = $538,670*	*06/30/90*

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Manufacturing Services/L.M. Cummings/ ***120-day status report***	*309*	*67*	*98,036" hard copy* *1968 diskettes* *7322 microfiche sheets* *325" slides* *86" x-rays* *54 computer tapes* *3 video tapes*	*29,426" hard copy* *674 diskettes* *4" slides* *1 video tape* *9 computer tapes*	*1082" hard copy*	*2539" hard copy* *8 diskettes* *9 computer tapes*	*66,784 based on "Rule of Threes"*	*3526 man-hours*	*1) 742 4-drawer filing cabinets = $184,981* *2) $868,192 in maintenance and filing costs* *3) 66 sq. ft. (742 filing cabinets) x $110 sq. ft. = $538,670*	*06/30/90*
Manufacturing Services/L.M. Cummings/ ***5 month status report***	*394*	*72*	*98,636" hard copy* *1960 diskettes* *7322 microfiche sheets* *325" slides* *86" x-rays* *54 computer tapes* *3 video tapes*	*33,098" hard copy* *1234 diskettes* *129 sheets of microfiche* *4" slides* *1 video tape* *9 computer tapes*	*1194" hard copy*	*3358" hard copy* *458 diskettes* *9 computer tapes*	*4613"*	*3762 man-hours*	*1) 51 4-drawer filing cabinets = $12,714* *2) $59,969 in maintenance and filing costs* *3) 366 sq. ft. (51 filing cabinets) x $110/sq. ft. = $36,960*	*03/31/91*
Manufacturing Services Department/ L.M. Cummings/ ***6 month status report***	*394*	*72*	*99,301" hard copy* *2626 diskettes* *7321 microfiche sheets* *325" slides* *86" x-rays* *54 computer tapes* *3 video tapes*	*38,319" hard copy* *1367 diskettes* *129 microfiche sheets* *4" slides* *1 video tape*	*1194" hard copy*	*6568" hard copy*	*7762"*	*3307 man-hours*	*1) 86 4-drawer filing cabinets = $21,439* *2) $100,906 in maintenance and filing costs* *3) 567 sq. ft. (86 filing cabinets) x rental space @ $110/sq. ft. = $62,370*	*03/31/91*

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Manufacturing Services Department/ L.M. Cummings/7 month status report	*394*	*72*	*99,301" hard copy 2626 floppy diskettes 7450 microfiche sheets 329" of slides 86" of x-rays 54 computer tapes 3 video tapes*	*37,257" hard copy 1443 floppy diskettes 129 microfiche sheets 4" of slides 3 video tapes*	*5849" hard copy*	*11,090" hard copy*	*16,939" of department file space has been eliminated*	*4670 man-hours*	*1) 188 4-drawer filing cabinets = $46,868 2) $220,207 in maintenance and filing costs 3) 1240 sq. ft. (188 filing cabinets) x $110/sq. ft. = $136,400*	
Manufacturing Services Department/ L.M. Cummings/8 month status report	*394*	*72*	*99,301" hard copy 2626 floppy diskettes 28,450 microfiche sheets 329" of slides 86" of x-rays 54 computer tapes 3 video tapes*	*54,940" hard copy 1131 floppy diskettes 25,350 microfiche sheets 15" of slides 1 video tape 10 computer tapes*	*6089" hard copy*	*20,549" hard copy*	*26,638" of department file space has been eliminated*	*6,109 man-hours*	*1) 295 4-drawer filing cabinets = $73,543 2) $346,294 in maintenance and filing costs 3) 1947 sq. ft. (295 filing cabinets) x $110/sq. ft. = $214,170*	*03/31/91*
Manufacturing Services Department/ L.M. Cummings/9 month status report	*394*	*72*	*99,301" hard copy 2626 floppy diskettes 28,450 microfiche sheets 329" of slides 86" of x-rays 54 computer tapes 3 video tapes*	*55,298" hard copy 1131 floppy diskettes 25,350 microfiche sheets 19" of slides 1 video tape 10 computer tapes*	*6089" hard copy*	*20,647" hard copy*	*26,736" of department file space has been eliminated*	*6135 man-hours*	*1) 297 4-drawer filing cabinets = $74,042 2) $347,568 in maintenance and filing costs 3) 160 sq. ft. (297 filing cabinets) x rental space $100/sq. ft. = $215,600*	*06/30/91*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
*Manufacturing Services Department/ L.M. Cummings/**10 month status report***	*394*	*72*	*99,301" hard copy 2626 floppy diskettes 28,450 microfiche sheets 329" of slides 86" of x-rays 54 computer tapes 3 video tapes*	*55,411" hard copy 1147 floppy diskettes 25,350 microfiche sheets 19" of slides 1 video tape 10 personal computers ????? HARD DISKS*	*3855" hard copy*	*20,648" hard copy*	*24,503" of department file space has been eliminated*	*6199 man-hours*	*1) 272 4-drawer filing cabinets = $67,809 2) $318,539 in maintenance and filing costs 3) 1795 sq. ft. (272 filing cabinets) x $110/sq. ft. = $197,450*	*06/30/90*
*Manufacturing Services/L.M. Cummings/ **11 month status report***	*394*	*72*	*104,770" hard copy 3503 floppy diskettes 27,950 microfiche sheets 329" slides 86" x-rays 77 computer tapes 1 video tape*	*59,851" hard copy 879 floppy diskettes 25,000 microfiche sheets 19" slides 8 video tapes 2 personal computer hard disks*	*5952" hard copy*	*21,457" hard copy*	*27,409" of department file space that has been eliminated*	*4193 man-hours*	*1) 304 4-drawer filing cabinets = $75,787 2) $356,317 in maintenance and filing costs 3) 2006 sq. ft. (304 filing cabinets) x rental space @ $110/sq. ft. = $220,660*	*03/31/91*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Richmond Manufacturing Department/ L.M. Cummings/90-day report	*353*	*90*	*128,014" hard copy (revised) 286" slides 13,182 floppy diskettes (revised) 663 video tapes 334 computer tapes 18,400 microfiche sheets*	*26,226" hard copy 662 diskettes 232 other media (video tapes)*	*550" hard copy*	*608" hard copy*	*85,342" hard copy based on "Rule of Threes"*	*1039 man-hours $990*	*1) 948 4-drawer filing cabinets = $236,336 2) $1,109,446 in maintenance and filing costs 3) 6256 sq. ft. (948 filing cabinets) x rental space @ $110 sq. ft. = $688,160*	*06/30/90*
Richmond Manufacturing Department/ L.M. Cummings/4 month status report	*415*	*95*	*126,826" hard copy (revised) 286" slides 13,148 floppy diskettes (revised) 431 video tapes 326 computer tapes 18,400 microfiche sheets 521 microfilm rolls*	*34,811" hard copy 1084 diskettes 244" other media (video tapes, computer tapes) 416" slides*	*550" hard copy*	*2078" hard copy 4" diskettes*	*2632"*	*$1,783 1719 man-hours*	*1) 29 4-drawer filing cabinets 2) $34,216 in maintenance and filing costs 3) 191 sq. ft. (29 filing cabinets) x rental space @ $110/sq. ft. = $21,010*	*03/31/91*
Richmond Manufacturing Department L.M. Cummings/6 month status report	*444*	*99*	*124,394" hard copy 286" of slides 13,148 floppy diskettes 431 video tapes 322 computer tapes 17,800 microfiche sheets 521 microfilm rolls*	*53,232" hard copy 3261 floppy diskettes 416" of x-rays 600 microfiche sheets 232 video tapes 26 microfilm rolls 334 computer tapes*	*691" hard copy*	*4821" hard copy*	*5512" of department file space has been eliminated*	*2012 man-hours $1,813 out of pocket expenses*	*1) 61 4-drawer filing cabinets = $15,207 2) $71,656 in maintenance and filing costs 3) 402 sq. ft. (61 filing cabinets) x rental space @ $110/sq. ft. = $44,220*	*03/31/91*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Richmond Manufacturing Department L.M. Cummings/7 month status report	*444*	*99*	*124,394" hard copy 286" of slides 13,182 floppy diskettes 663 video tapes 334 computer tapes 18,400 microfiche sheets 521 microfilm rolls*	*57,587" hard copy 3266 floppy diskettes 416" of x-rays 600 microfiche sheets 232 video tapes 26 microfilm rolls 423 computer tapes*	*852" hard copy*	*5415" hard copy*	*6267" of department file space has been eliminated*	*2249 man-hours $1,813 out of pocket expenses*	*1) 69 4-drawer filing cabinets = $17,201 2) $81,471 in maintenance and filing costs 3) 455 sq. ft. (69 filing cabinets) x rental space @ $110/sq. ft. = $50,050*	*03/31/91*
Richmond Manufacturing Department/ L.M. Cummings/8 month status report	*444*	*99*	*124,394" hard copy 286" of slides 13,182 floppy diskettes 663 video tapes 334 computer tapes 18,400 microfiche sheets 521 microfilm rolls*	*58,332" hard copy 3294 floppy diskettes 416" of x-rays 600 microfiche sheets 232 video tapes 26 microfilm rolls 423 computer tapes*	*1282" hard copy*	*5530" hard copy*	*6812" of department file space has been eliminated*	*2258 man-hours $1,813 out of pocket expenses*	*1) 75 4-drawer filing cabinets = $18,697 2) $88,556 in maintenance and filing costs 3) 495 sq. ft. (75 filing cabinets) x rental space @ $100/sq. ft. = $54,450*	*06/30/91*
Richmond Manufacturing Department/ L.M. Cummings/9 month status reort	*444*	*99*	*124,384" hard copy 286" of slides 13,182 floppy diskettes 663 video tapes 334 computer tapes 18,400 microfiche sheets 521 microfilm rolls*	*63,257" hard copy 3125 floppy diskettes 416" of x-rays 600 microfiche sheets 232 video tapes 26 microfilm rolls 423 computer tapes*	*1842" hard copy*	*7934" hard copy*	*7934" of department file space has been eliminated*	*2272 man-hours $1,813 out of pocket expenses*	*1) 88 4-drawer filing cabinets = $21,938 2) $103,142 in maintenance and filing costs 3) 580 sq. ft. (88 filing cabinets) x rental space @ $110/sq. ft. = $63,800*	*06/30/91*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
*Richmond Manufacturing Department/ L.M. Cummings/**10 month status report***	*444*	*99*	*126,625" hard copy 113" slides 11,793 floppy diskettes 416" x-rays 18,750 microfiche sheets 402 video tapes 521 microfilm rolls 279 computer tapes*	*77,931" hard copy 113" slides 9397 floppy diskettes 416" x-rays 17,400 microfiche sheets 402 video tapes 367 microfilm rolls 202 computer tapes*	*1305" hard copy*	*17,454" hard copy*	*18,759" of department file space has been eliminated*	*2759 man-hours $2,793 out of pocket expenses*	*1) 208 4-drawer filing cabinets = $51,854 2) $243,867 in maintenance and filing costs 3) 1372 sq. ft. (208 filing cabinets) x rental space @ $110/sq. ft. = $150,920*	*02/28/91*
*Tobacco Sales Force Section Offices/ L.M. Cummings/**3 month status report***			*152,390" hard copy 2566 diskettes 93,200 microfiche sheets 2794 video tapes 250 audio tapes 1912" slides*	*31,967" hard copy 651 diskettes 32,300 microfiche sheets 117" slides 809 video tapes 10 audio tapes*	*0*	*3131" hard copy*	*3131" of in dept. file space*	*$2,481.32 expenses 1548 total man-hours*	*1) 34 4-drawer filing cabinets = $8,676. 2) $40,703 in maintenance and filing costs 3) 224 sq. ft. (34 filing cabinets) x rental space @ $110/sq. ft. = $24,600*	*None*

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DEPARTMENT/RECORDS COORDINATORS	PEOPLE TRAINED	TRAINING SESSIONS	BEGINNING TOTAL VOLUME	VOLUME ADDRESSED THUS FAR	VOLUME STORED	VOLUME DISPOSED	SPACE SAVINGS	HOURS/COSTS	COST SAVINGS	FULL COMPLIANCE
Tobacco Sales Force Section Offices/ L.M. Cummings/4 month status report			*140,552" hard copy* *2566 diskettes* *93,200 microfiche sheets* *2794 video tapes* *250 audio tapes* *1912" slides*	*47,122" hard copy* *945 diskettes* *45,325 microfiche sheets* *374" slides* *1142 video tapes* *44 audio tapes*	*0*	*3500" hard copy*	*3500" of in dept. file space*	*$3,426 expenses* *2289 man-hours*	*38 4-drawer filing cabinets = $9,473* *2) $45,500 in maintenance and filing costs* *3) 250 sq. ft. (38 filing cabinets) x rental space @ $110/sq. ft. = $27.500*	*None*

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